6 March 1961

MEMO TO: Chief. Records Management Staff

SUBJECT: Survey of Office of Security Index Card File

A. PROBLEM:

At present the Index cards are searched and filed by about 11 girls while another 6 girls help them and do other phases of the name check procedure. Over a million cards are in some 1.000 small "Safe-T-Stack" file drawers 4 to 6 high. Most of these drawers are over 10 years old and some have tipped over on occassions, endangering personnel and the Index itself. More efficient equipment and procedures are needed for the Index in the new building.

B. SPACE:

Proposed space in new building:

Total for Index Office is	35 x 65	or	2,275 sq.ft.
The Desk Area is	15 x 65	OP	975 an .ft.
The Index Area is	20 x 65	or	1,225 Mg.ft.
floor fris almost)			-

C. NEED:

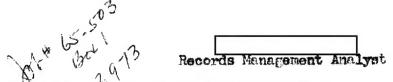
New file equipment is needed for the 1,200,000 cards which fill 11,800 inches (about 980 feet) of files in 1,022 drawers of files. Also provide for expansion to at least 1,300,000 cards, about 13,000 inches.

D. PIAN:

Before a final selection and layout of equipment can be made
I suggest a study of the work procedures of the Index Staff.
At present I feel a plan of Ten Work Stations would work better
than the current method of everyone searching and filing everywhere in the
Index. Each Work Station would handle about 10% of the Cards and Work Load.

E. EQUIPMENT:

Attached is a list of 16 different kinds of card filling equipment in three major cata ories. Each is illustrated with details in the booklets also attached. These items are compared in general terms without detailed fractions or subtraction of the 10% discounts given on Federal purchases.



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INITIALS NAME AND ADDRESS то 1 25X1 2 3 4 5 1000 PREPARE REPLY DIRECT REPLY ACTION DISPATCH RECOMMENDATION **APPROVAL** RETURN COMMENT FILE SIGNATURE CONCURRENCE INFORMATION Remarks: Joe: Attached is reply to 25X1 meno requesting information on the Security 25X1 Records Division. Vince's brief transmittal at the front of the report explains his many attachments which I'm sure will be very useful during any future study of SRD for ADP or medianization installations. A copy of this compilation of information will be sent to Col. Riverds for use in his SED.

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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP

25X1

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Replaces Form 30-4 which may be used. FORM NO. 237

Vince spoke with

his Survey findings, however, please call if we

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